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[www.sanbruno.ca.gov](http://www.sanbruno.ca.gov)

*City of San Bruno  
Human Resources  
567 El Camino Real  
San Bruno, CA 94066*

*Phone: (650) 616-7055*

***Final Filing Date***  
***Wednesday, June 1, 2005***

# The City of San Bruno

*Invites Applications for*

## *Accountant*



*\$58,740 to \$72,084 Annually  
Depending on Qualifications*

The City of San Bruno supports workforce diversity and is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin, in its employment actions, decisions, policies and practices. The City of San Bruno complies with the employment provisions of the Americans with Disabilities Act (ADA). Contact us at (650) 616-7055 to discuss your needs.

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## ***The City & Department***

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The City of San Bruno, population 40,165, is located in San Mateo County, twelve miles South of San Francisco and adjacent to San Francisco International Airport. Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area. San Bruno is recognized by its residents as enjoying a small town atmosphere within a large metropolitan area. The GAP corporate headquarters, Golden Gate National Cemetery, National Archives Pacific Sierra Region, Skyline Community College, a downtown area with an international flavor and regional shopping centers all call San Bruno home.

The Finance Department is comprised of 11 staff members which includes management staff of the Director, Assistant Director, Financial Services Supervisor, and Accountant and 7 Accounting & Customer Services Representatives. The Department provides all financial administration for the City's annual \$35 million General Fund and Special Revenue Funds operations, \$22 million Enterprise Funds operations, and approximately \$10 million Capital Improvement Program.

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## ***The Position & Ideal Candidate***

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The Accountant reports to the Assistant Finance Director and will manage and maintain the City's financial accounting records. The position will perform the monthly close and reconciliation for the City's various Funds, and prepare the City's annual financial statements and various regulatory financial reports. Additionally, the position will play a primary role in the implementation of a new financial management software in 2005 and 2006.

The ideal candidate is an ambitious, versatile, teamwork and customer service oriented individual capable of taking a leadership role in the Department and developing strong working relationships with the Department's customers. The ideal candidate optimizes use of limited resources, motivates others to exceed expectations, and encourages change to improve service to the Department's customers. The ideal candidate possesses superior communication, presentation, and computer skills.

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## ***Priorities and Issues Facing the Department***

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The Department's foremost priority is to provide its customers with quality financial information and customer service in the areas of budget, financial reporting, utility billing, payroll, business tax, revenue collection, purchasing, financial data processing services, accounts payable, fixed assets, and cash management. To facilitate this goal, the Department will begin conversion of the City's financial management system in 2005 to a modern financial management suite complete with streamlined and distributed accounts payable and payroll entry, automated forms processing, and improved internal controls.

Concurrent with the financial management system implementation, the Department will develop modern policies and procedures for all aspects of departmental operations.

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## ***Examples of Duties & Responsibilities***

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- Implements, reviews, and documents accounting procedures that comply with general accepted accounting principles (GAAP).
- Performs internal audits of payroll, accounts payable, utility billing, and cash receipts and reconciles these sub ledgers to the general ledger.
- Maintains general ledger, prepares journal entries, and posts reconciling journal entries to close accounting periods.
- Assists in performing annual close; prepares year-end financial reports; prepares accounting schedules and assists with the independent audit.
- Prepares monthly revenue and expenditure financial reports and spreadsheets for the City's various Funds.
- Prepares financial studies and analysis; maintains subsidiary fixed assets and equipment reserve ledgers.
- Performs and/or monitors special accounts receivable and purchasing accounts.

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## ***Minimum Qualifications***

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### **Education and Experience:**

Graduation from a college or university with a bachelor's degree in accounting, finance, business or public administration, or a closely related field. Certified Public Accountant (CPA) highly desirable, and

Three (3) years of professional accounting or municipal finance experience

### **Knowledge of:**

- Thorough knowledge of governmental accounting theory, generally accepted accounting principles (GAAP), principals and practices; internal control procedures.
- Modern financial management information systems with automated and computerized financial applications.
- Payroll, accounts payable, budgetary accounting, accounts receivable, purchasing
- Problem solving methods and techniques.
- Governmental Accounting, Auditing, and Financial Reporting (GAAFR)
- Governmental Accounting Standards Board (GASB) pronouncements

### **Ability to:**

- Analyze and prepare complete financial reports
- Maintain efficient and effective financial systems and procedures
- Accurately account for City funds
- Communicate effectively verbally and in writing
- Work independently, efficiently, and ethically.

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## ***Application & Selection Process***

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### **Application Process:**

Apply on-line at <http://www.sanbruno.ca.gov> or request an application by contacting Human Resources at (650) 616-7055. **The deadline for a completed application package (City employment application and supplemental questionnaire) is Wednesday, June 1, 2005 at 5:00 p.m. No faxes or postmarks will be accepted.**

### **SUPPLEMENTAL QUESTIONNAIRE**

*Answers should be limited to 250 words per question and must be attached to the application upon submittal.*

1. Describe your prior work experience in financial statement preparation and analysis.
2. Describe your prior work experience in implementing, monitoring, and improving internal controls in a financial operation.
3. San Bruno is a continuous learning organization. Please describe your efforts over the past 5 years to remain current in and advance your understanding of the accounting field.

### **Selection Process:**

After an initial screening of complete application packages, only those applicants that meet the position's minimum qualifications and appear to best meet the Department's ideal candidate description will be invited to participate further in the process.

Examinations for this position, which may include written exercises and/or interviews, are tentatively scheduled for the middle of June 2005 with a final selection and appointment anticipated in July 2005.

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## ***Benefits***

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### **Retirement**

The City and employee both contribute to the Public Employees' Retirement System (PERS) 2.7% at 55 plan. Employees pay PERS contribution of 8% and do not pay Social Security. Employees are not covered by Social Security. Under the Social Security law, there are two ways your Social Security benefit amount earned under previous employers may be affected, "Windfall Elimination Provision" and Government Pension offset Provision. "FOR MORE INFORMATION, please visit [www.socialsecurity.gov](http://www.socialsecurity.gov). You may also call 1-800-772-1213 or for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or you may contact your local Social Security Office.

### **Insurance**

The City currently contributes \$775 per month towards the cost of Medical/Dental and Vision for employee and dependent coverage (including domestic partner). Employee cost of \$211.80 per month is paid on a tax deferred basis and is subject to adjustment by the plan provider in March 2005.

Life insurance equal to one year's annual salary and Long Term Disability (LTD) coverage is provided at no cost to the employee.

### **Leave**

Includes 10 - 23 days vacation per year depending on length of service, 12 days annual sick leave, and 14.5 paid holidays, and 60 hours of management leave per year.

### **Other Benefits**

Employee has access to a Home Loan Assistance Program and a 2.5 % Bilingual Incentive Pay if the employee meets certain eligibility requirements. Direct deposit is required and credit union membership is available. Section 125 Flexible Benefit Plan and tuition reimbursement are available and a 0.5% City paid deferred compensation match are also available.

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## ***Mission Statement***

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The City of San Bruno exists to provide exemplary services for our community that enhance and protect the quality of life.

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## ***Vision Statement***

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San Bruno will be the Peninsula City of choice in which to live, learn, work, shop and play.

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## ***The City of San Bruno's Core Values***

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- Integrity
- Protecting guarding and shepherding public resources and interests
- Teamwork
- Exemplary service to the community
- Competent, well-trained employees
- Friendliness and commitment to the community

**Join the City of San Bruno  
The Peninsula City  
with a Heart**

**NOTE:** This job announcement is designed as an informative guide and is subject to change. It does not constitute an expressed or implied contract.

